

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
August 28, 2017

The NEOCAA board meeting was called to order at 12:35 p.m. on August 28, 2017 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Jeanie Reed, Scott Van Hoose, Kim Harner, Ron Cambiano, Brian Wagon, Sherri Sherwood, Will Fourkiller, Patsy Winn, Rebecca Jim, & Kim Roblyer. A quorum of ten was present, eleven after Gary Buchanan was appointed.

Rebecca Jim conducted the meeting.

March and June 2016 Board Minutes

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Jeanie Reed made a motion to approve the June 2016 board meeting minutes. Patsy Winn seconded the motion and all were in favor.

Appointing Authority for At-Large Private Sector

John Ann explained that NEOCAA was the appointing Authority for the private At-large Position. Donna Wofford was the representative and has recently resigned due to health issues. ROCMND Youth Services has agreed to be the appointing authority for the Private At-large Position. Patsy Winn made a motion to approve ROCMND to be the appointing authority for the At-large position. Robin Kemp seconded the motion and all were in favor.

Appointing Authority for Delaware County

John Ann explained that the Governance Committee met to discuss the appointing authority for the Public Sector for Delaware County. The Delaware County Commissioners currently serve as the appointing authority for the Public Sector in Delaware County. Jeanie Reed made a motion to select the Delaware County Commissioners to remain the appointing authority to represent the public sector in Delaware County. Kim Roblyer seconded the motion and all were in favor.

Appointment to Board of Directors

John Ann explained that Donna Wofford resigned her position to the Board of Directors due to health issues. The board has a vacancy for a member to represent the At-Large Sector. The Board approved ROCMND to be the appointing authority for this position. ROCMND recommended Clark McKeon to serve on the NEOCAA Board of Directors representing the At-large Sector. Kim Roblyer made a motion to approve Clark McKeon appointed by ROCMND to serve as the At-Large Sector. Robin Kemp seconded the motion and all were in favor.

Reappointment to Board of Directors

John Ann expressed to the Board of Directors that the Delaware County Commissioners recommended the reappointment of Gary Buchanan to continue to represent the Public Sector for Delaware County. Patsy Winn made a motion to reappoint Gary Buchanan to represent the Public Sector for Delaware County. Robin Kemp seconded the motion and all were in favor.

Financial Reports for June & July 2017

Tisha Nichols presented the Financial Reports to the Board of Directors. John Ann asked if there were in questions or concerns to the Financial Reports. Patsy Winn made a motion to approve the Financial Reports for June and July 2017. Kim Roblyer seconded the motion and all were in favor

FY 2018 SAF/CAA

The Oklahoma Department of Commerce awarded the agency \$21,794.00 in fiscal year 2018 State Appropriated Funds/Community Action. These funds will be used to pay for \$10,000.00 in utility assistance payments to approximately 16 households. The funds will also be used to pay a portion of the salary and fringe for the Agency's Outreach Worker. The SAF/CAA grant also pays for a small portion of the salaries and fringe benefits for a number of administrative staff for direct costs related to program administration, as shown in the budget. Kim Roblyer made a motion to approve the budget for the State Appropriated Funds/Community Action for the Agency. Jeanie Reed seconded the motion and all were in favor.

Phase 34 EFSP Ottawa County Grant

The agency has been awarded \$2,488.00 in Phase 34 Ottawa County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to Clients in Ottawa County. The budget was provided with board packet. Kim Roblyer made a motion to approve the budget for the phase 34 Emergency Food and Shelter Grant for Ottawa County. Jeanie Reed seconded the motion and all were in favor.

Phase 34 EFSP Delaware County Grant

The agency has been awarded \$15,046.00 in Phase 34 Delaware County Emergency Food and Shelter Program funds. These funds will be used to provide emergency rent and utility payments to clients in Delaware County. Jeanie Reed made a motion to approve the Phase 34 EFSP Grant for Delaware County. Kim Roblyer seconded the motion and all were in favor.

Phase 34 EFSP Craig County

The Agency was awarded \$2,800.00 in Phase 34 Craig County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Craig County. Robin Kemp made a motion to approve the budget

for the Phase 34 Emergency Food and Shelter Grant for Craig County. Scott Van Hoose seconded the motion and all were in favor.

Phase 34 EFSP Cherokee County Salvation Army

The Agency was awarded \$2,150.00 in Phase 34 Cherokee County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Kim Harner made a motion to approve the Phase 34 EFSP for Cherokee County Salvation Army. Brian Wagnon seconded the motion and all were in favor.

Phase 34 EFSP Cherokee County

The Agency was awarded \$2,150.00 in Phase 34 Cherokee County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Kim Harner made a motion to approve the Phase 34 EFSP for Cherokee County. Patsy Winn seconded the motion and all were in favor.

DOE Funds for Weatherization Grant

Debby Foreman explained the Agency previously received 60% of the 2017 DOE Weatherization grant. We now have received the balance of the grant for a total of \$175,672.00. This is actually a little more than the 40% and will allow the agency to weatherize 19 homes. Patsy Winn made a motion to approve the balance of the 2017 DOE weatherization grant. Robin Kemp seconded the motion and all were in favor.

Addendum Personnel Policies

Kristi Helsel explained to the board that with our recent ODOC monitoring, the report indicates some corrective action necessary to resolve problems including: 1) page 16, grievance with Executive Director; 2) page 18, New Hire Orientation; 3) pages 33 & 36, policy council approval for new hires only; 4) page 39, supervisors conduct performance appraisal with employee before orientation period ends; 5) page 41, access to personnel files; 6) page 68, added salary scale for EHS; 7) page 71, added travel will be calculated using house bill 2619 homes as well as www.gsa.gov Patsy Winn made a motion to approve the personnel policies, including the organization chart effective August 28, 2017 through August 28, 2018. Jeanie Reed seconded the motion and all were in favor.

FY 2017 CSBG Budget Revision

The agency has received notification of the 3rd and 4th allocations of funds for the FY 2017 CSBG contract, in the amounts of \$77,605.00 and \$108,117.00, which brings the total budget to date \$432,468.00. Kim Roblyer made a motion to approve the FY 2017 CSBG Budget Revisions. Robin Kemp seconded the motion and all were in favor.

2016 ESG Hope House Budget Modification

The Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that it award an additional \$2,392.72 in 2016 in Emergency Solutions Grant Funds to this grant. This Grant is in conjunction with the Hope House Shelter in Tahlequah for a total of \$48,854.52. The Rapid Re-housing Services funds (\$19,584.80) and the administration funds (\$1,831.00) will be expended by NEOCAA. The Emergency Shelter Funds (\$27,438.72) will be expended by the Hope House. A contract modification has been executed between ODOC and NEOCAA. Scott Van Hoose made a motion to approve the budget modification. Patsy Winn seconded the motion and all were in favor.

2016 ESG ARK Shelter Budget Modification

The Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that is award an additional \$2,392.72 in 2016 in Emergency Solutions Grant Funds to this grant. This Grant is in conjunction with the ARK Shelter in Quapaw for a total of \$48,854.52. The Rapid Re-housing Services funds (\$19,584.80) and the administration funds (\$1,831.00) will be expended by NEOCAA. The Emergency Shelter Funds (\$27,438.72) will be expended by the ARK Shelter. A contract modification has been executed between ODOC and NEOCAA. Kim Roblyer made a motion to approve the budget modification. Jeanie Reed seconded the motion and all were in favor.

2016 ESG Community Crisis Center Budget Modification

The Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that it award an additional \$2,392.72 in 2016 in Emergency Solutions Grant Funds to this grant. This Grant is in conjunction with the Community Crisis Center, Inc. in Miami for a total of \$48,854.52. The Rapid Re-housing Services funds (\$19,584.80) and the administration funds (\$1,831.00) will be expended by NEOCAA. The Emergency Shelter Funds (\$27,438.72) will be expended by the Community Crisis Center. A contract modification has been executed between ODOC and NEOCAA. Kim Roblyer made a motion to approve the budget modification. Robin Kemp seconded the motion and all were in favor.

Semi Trailer in Stilwell and Car in Jay

John Ann explained to the Board of Directors that when Cookson Hills Community Action was dismantled, several cars, trucks, and trailer were donated to NEOCAA, One item was a semi trailer only with no cab. This has been in Stilwell on the lot where Cookson Hills Community Action once had a Head start Program. Due to mechanical problems, it is cost prohibitive to move it to Jay. We proposed to donate it to the county whose land it sits on now, or a local nonprofit organization or just sell it. Another vehicle, a 2000 Chevrolet Cavalier also was given to the agency when Cookson Hills closed. The car has a dent in the side and it is natural gas equipped. We would like to sell it. John Ann stated that we have notified ODOC of our intentions and we have received

their approval. Robin Kemp made a motion to approve the selling or donating of the semi trailer and Chevy Cavalier. Kim Harner seconded the motion and all were in favor.

Sale of Trailer

John Ann explained to the Board of Directors that NEOCAA purchased the trailer with AARA stimulus money. We currently are not using the trailer and have declared it surplus; we would like to sell the trailer. She further added that we have notified ODOC of our intentions and are awaiting their reply. Kim Roblyer made a motion to approve selling the trailer pending ODOC approval. Patsy Winn seconded the motion and all were in favor.

FY 18 DHS TANF LITERACY GRANT CONTRACT & BUDGET

John Ann explained to the Board of Directors that NEOCAA has applied for and received \$51,990.06 from the Oklahoma Department of Libraries to contract for the provision of literacy services to TANF clients in Delaware County. The funds are to be used to contract for the services of an instructor for the program, to purchase materials and supplies needed to operate the program and to provide administrative services for program oversight. Services will be provided 30 hours per week to a minimum of 15 clients. Jeanie Reed made a motion to approve the TANF Literacy Grant Budget and approves execution of a contract with the Oklahoma Department of Libraries to secure the grant funds. Kim Harner seconded the motion and all were in favor.

1% COLA Award for NEOCAA Employees

John Ann related to the Board of Directors that the agency will receive additional funds from the Office of Head Start to provide a 1% COLA for Early Head Start/Child Care Partnership Staff. The agency proposes to provide the same COLA to the remaining NEOCAA staff. The estimated cost for the Agency's Portion of the 1% COLA is approximately \$7,319.30 (annually). Robin Kemp made a motion to approve the 1% COLA to NEOCAA staff. Patsy Winn seconded the motion and all were in favor

ODOC Monitoring Report

John Ann related to the Board of Directors that the Oklahoma Department of Commerce completed its monitoring visit on June 23, 2017. The report was very complimentary of the agency staff, board of directors, financial oversight, and programs. However, there were a few noted issues requiring some clarification or correction. These responses are included in the ODOC Monitoring Report Response. Sherri Sherwood made a motion to approve the ODOC Monitoring Report Response as submitted. Kim Harner seconded the motion and all were in favor.

EHSCCP Partnership Contracts

John Ann explained to the Board of Directors that Early Head Start partnership is a grant funded program partnering with existing child care centers to improve services provided to the most needy children and families. NEOCAA is currently partnered with 5 child care centers: Henry Lee Doublehead CDC, Education Station, Kids Company, Joyful Learning Center, and Melissa Huffman Family Child Care Center. Each program year NEOCAA renews the contract with each partner making changes and adjustments as needed. Jeanie Reed made a motion to approve the 2017-2018 program year contracts for the Early Head Start Child Care Partners. Patsy Winn seconded the motion and all were in favor.

Expenditures over 5,000.00

Purchase of Planting Medium for the Gardens

John Ann explained that previously, the agency has purchased planting medium for the gardens so that the agency could receive the greatest cost savings on the planting medium utilized in the gardens. She added that they would like to purchase more to allow the agency to continue to expand the gardens into new locations with schools, community gardens, and private individuals. This will be our 4th shipment of the medium and should cost approximately \$15,000.00. Scott Van Hoose made a motion to approve the purchase of planting medium. Kim Roblyer seconded the motion and all were in favor.

Discussion Items Included

- A. John Ann Thompson discussed the Organizational Self Assessment
- B. John Ann Thompson went over family relationships within the agency to discuss nepotism concerns
- C. Terry Schroeder discussed the Community Action Plan, its goals and how they relate to the outcomes reported to the board on a monthly basis.
- D. Becky Caudill went over the EHS EHSCCP Self Assessment
- E. Debby Foreman discussed and answered questions concerning the Customer Satisfaction survey
- F. Debby Foreman and Terry Schroeder went over the Final 16-17 Outcomes report and how it relates to the Community Action Plan
- G. Cameron Dozier explained that the NEOCAA staff along with the EHS/ES attended an Emergency Preparedness class and the importance of it.

Adjournment

At this time Kim Harner made a motion to adjourn. Kim Roblyer seconded the motion and all were in favor. Meeting adjourned at 1:30 p.m.

Board Chair Date

Secretary Date